

kresgean

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Taking Stock

A FEW DAYS AGO nearly all co-workers participated in the function of stock taking.

Taking stock serves a number of useful purposes. We obtain an accurate count of the merchandise on hand; we make a record of how long the goods have been on our shelves; we compare the totals with our book records, and, most important, we ascertain what progress we have made in the past year.

It seems to me that it is just as important to take stock of our daily activities to find out what progress we ourselves are making. We can all ask the following questions:

Are we attentive to details? This means writing a salescheck correctly, doing a good job in the office, carrying out our assigned duties in every respect.

Do we organize our work well? Have we planned our daily activities to complete our work efficiently?

Do we work effectively under pressure? We all know there is no even flow of business. Are we able to handle a rush? Are we on top of our job or do we let it get the best of us?

Are we resourceful? Can we meet new situations as they arise?

How much initiative have we? Are we self starters? Can we do things that are necessary without being told?

How about imagination? Can we see the scope of our job beyond its immediate requirements? Can we make suggestions to help do a better job?

Are we enthusiastic? It is not difficult to acquire a bright and cheerful attitude. The trial period is short. Enthusiasm becomes second nature in no time.

Do people like to work with us? Here is a problem with a simple solution. Let us help our associates in business whenever we can. Let us be pleasant at all times. Let us have tolerance toward others and their problems.

Are we attempting to develop ourselves beyond our jobs? What do we really want to do? What special knowledge do we want to acquire? There are unlimited facilities today to help us. Every community around us has night classes in a variety of interesting subjects. Text books that cover every phase of business are available.

You are a member of an organization that is constantly striving to do a better job. The foregoing stock taking by our co-workers will help materially in our progress.

Good common sense should tell us this important fact: The proper attention to our daily work will carry its just reward as time goes on.

There is no satisfaction like a job well done.

